

## CROOK COUNTY LIBRARY BOARD MEETING

November 7, 2013

Moorcroft, WY

The Crook County Library Board met on Thursday, November 7th, 2013 at the branch library in Moorcroft. Board members present were Maylee Baron-Kanode, JoAnn Bohmont, Tami Baron and Marge Myers. Librarians present were Jill Mackey, County Librarian, and Pam Jespersen, Moorcroft Branch Librarian. Hannah Ista was absent. (excused absence)

The meeting was called to order at 1:17 p.m. by Maylee Baron-Kanode, Vice-Chairman, and began with the Pledge of Allegiance. There were no changes to the agenda. The motion was made to accept the agenda as presented by JoAnn and seconded by Tami; motion carried and approved.

There were no introductions needed at this time and Jill had no correspondence to present.

The October 10th, 2013 minutes were reviewed. A motion to approve the minutes was made by JoAnn and seconded by Tami; motion carried and approved.

After some discussion regarding the bills listed on the check list, Marge made the motion to approve the checklist as presented; seconded by JoAnn; motion carried and approved. Checks were signed. There was also some discussion regarding the need to purchase generators for each library.

The treasurer's report was reviewed. A motion was made by Marge and seconded by JoAnn to accept the treasurer's report; motion carried and approved.

### **Librarian Reports:**

#### **Moorcroft Branch Library Report by Pam Jespersen**

- Tanya's story hour and craft time after school keeps growing. She is averaging about 20 kids each week for each program.
- Ten individuals attended the book club. The snow birds are gone but winter finds a different group that come in. They are reading "The Milagro Beanfield War" right now. Their next meeting is November 14, 2013.
- They decorated for Halloween and handed out treats to about 100 kids. They had 4 classes from preschooler come down and trick or treat on both Wednesday and Thursday. Tanya had a party for story hour and one for the craft classes with 20+ kids in each group.
- Nancy wrote a letter to Black Thunder Coal Mine regarding the electricity outage at the Library. They are donating a laptop and a color copier.
- Tanya wrote a letter to Wal-Mart's explaining the electricity ruined the TV used by the kids in hopes they will donate towards a new one. She hasn't heard anything as of yet.
- The librarians made a wreath for the Pinnacle Bank contest. The money will be used for the Backpack Blessing program.

#### **Hulett Branch Library Report given by Jill Mackey:**

- Echo is on vacation this week and Jill is helping off and on.

- Jill attended the Hulett Friends of the Library meeting. They are doing Bingo as one of their fundraising projects in October. They will do it again in January and February and will look at whether they will want to continue after that.
- The Friends of the Library will be doing a Christmas basket raffle again this year.
- The Friends of the Library plan to purchase a paper shredder for the Hulett library.
- Echo is now approved to read at the Hulett school.
- The employees have talked about the possibility of installing a handicapped button for easier access and a light switch at the back door of the library for next years budgeted items.

### **Sundance Report by Jill Mackey:**

- Friend's of the Library had their annual book sale on October 21<sup>st</sup> and 22<sup>nd</sup>. The books that were left over are going to the Veterans Home in Buffalo, the Women's Prison in Lusk and the Better World Books.
- No humanities programs were held in October.
- The Lunch Bunch is reading "Henry's Sisters by Kathy Lamb for November.
- Feeder Readers Group is reading "Homage to Catalonia" by George Orwell.
- The Genealogy Group didn't meet in October due to the cold weather. Jill has another meeting planned for November 25, 2013.
- Story time food fun, moose and Thanksgiving. There was Halloween party on October 29<sup>th</sup> for the little kids.
- They are planning a Christmas Open House in December.

### **Director's Report by Jill Mackey:**

- The libraries will be closed on Veteran's Day – November 11<sup>th</sup> and then on November 28<sup>th</sup> and 29<sup>th</sup> for Thanksgiving.
- Library Foundation – the fundraising calendars are available for \$20 each.
- Craig Johnson will be featured at a fundraising dinner on January 4, 2014. There are about 29 tickets still available.
- The Library Foundation is holding a series of events called Beer, Brats and Books. There is one on November 14<sup>th</sup> at the Devils Tower Golf Club in Hulett as a means of letting people know how the foundation works.
- County website posted the Bylaws, the October minutes and the board members and their contact information.
- The 2014 Legislative Reception held by the Wyoming LA is February 20, 2014 in Cheyenne.
- Conference call on the Wyoming Retirement System.
- County appears to be in good shape with affordable care act for employees.
- Employees are trying to get their vacation hours down to 80 hrs. by end of 2013.
- The closure policy at the court house is being re-addressed since the storm in early October and probably will be changed in July.
- County Commissioners meeting – legislative website can be made available. Workers Compensation was discussed for elective officials and board members. Discussed right-of-way phone lines and the easement the County Commissioners approved at the Moorcroft Library.
- Jill has been making branch library visits this past month. She worked on the Goals and Job Descriptions with the employees during her visit in Moorcroft and will work

with the Hulett employees in the future months. Jill did some reading at the Sundance Long Term Care and the Assisted Living Facility during the month.

- Discussion was held regarding allowing Tanya Brekke to read at the Moorcroft school library.

### **Foundation Liaison Report:**

- JoAnn reported the Calendars are available at all branch libraries for \$20. There was some discussion regarding individuals find the cost of the calendars expensive and are not willing to pay that amount for a calendar.
- There was discussion regarding: advertising for the Craig Johnson fundraiser in January; about library employees attending but only having to pay for their meals; and about allowing individuals to come after the program for the book signing.

**Board Members:** There was nothing presented by the board members.

### **Old Business/Unfinished Business:**

- a. The staff training day is November 18<sup>th</sup> with lunch to be served at 12:30 p.m. in Hulett by the Crook County Library Board Members. The board members will continue to work on the policies that afternoon.
- b. Bill Taylor from Newcastle, WY, will meet with the board members on January 3, 2014 at 10:30 a.m. until 2 p.m. in Hulett to work on the strategic planning for the library.
- c. The Black Hills Library Association's annual training workshop is November 12<sup>th</sup>. The materials that are to be presented do not seem pertinent to our libraries at this time.

### **New Business:**

- a. Discussion was held on the idea of setting up the county library bank account in order that each board member and Jill would have the opportunity to view the account online. No one would be able to make any transactions online as it will be a view-only capability. JoAnn made the motion to have Tami and Jill make the necessary arrangements with the Sundance State Bank to set the county library bank account up as a view-only capability online, seconded by Marge; motion carried.

### **Executive Session:**

The board left the regular session at 2:30 p.m. and entered into executive session at 2:50 p.m. for the purpose of discussing personnel matters.

Executive session ended at 4:23 p.m. to resume the board's regular meeting.

### **Regular Meeting Back in Session:**

Having left executive session, the board entered back into regular session.

**Adjournment:** Motion to adjourn made by Tami, seconded by JoAnn, motion carried. Meeting adjourned at 4:23 p.m.

*Next board meeting will be December 5 at 1 p.m. in Sundance.*

Respectfully submitted by Marge Myers, Secretary